

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on Thursday, February 25, 2021 in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, commencing at 2:01 pm

**PRESENT:**

|           |   |                   |
|-----------|---|-------------------|
| Via Zoom  | T. Kushner, Interim Chief Administrative Officer              | City of Courtenay |
| Via Zoom  | S. Ashfield, Director of Operations                           | Town of Comox     |
| Via Zoom  | C. Perry, Public Works Superintendent                         | Town of Comox     |
| In Person | M. Rutten, General Manager of Engineering Services            | CVRD              |
| Via Zoom  | K. La Rose, Senior Manager of Water/Wastewater Services       | CVRD              |
| Via Zoom  | M. Herschmiller, Manager of Water Services                    | CVRD              |
| Via Zoom  | M. Imrie, Manager of Wastewater Services                      | CVRD              |
| Via Zoom  | Z. Berkey, Engineering Analyst                                | CVRD              |
| Via Zoom  | M. Foort, Corporate Financial Officer                         | CVRD              |
| Via Zoom  | J. Warren, Deputy Chief Administrative Officer                | CVRD              |
| Via Zoom  | C. Wile, Manager of External Relations                        | CVRD              |
| Via Zoom  | R. Dyson, Chief Administrative Officer                        | CVRD              |
| Via Zoom  | C. Gore, Manager of Capital Projects                          | CVRD              |
| Via Zoom  | K. Douville, Manager of Financial Planning                    | CVRD              |
| In Person | J. Martens, General Manager of Corporate Services             | CVRD              |
| In Person | J. Boguski, Engineering Services Assistant                    | CVRD              |
| In Person | M. Briggs, Engineering Services Assistant/Recording Secretary | CVRD              |

**ITEMS:**

**Management report**

The committee reviewed the February 2021 Comox Valley Sewage Management Advisory Committee management report and staff provided updates.

**Minutes**

The committee reviewed the minutes of the February 11, 2021 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

**Draft staff report: 2021-2025 Financial Plan – Comox Valley Sewerage Service – Functions 335-338**

K. La Rose and M. Imrie provided an overview and PowerPoint presentation. M. Imrie described projects completed in 2020 and work plan for 2021. K. La Rose then presented on revenue, personnel, operating costs, reserves and capital projects for 2021 financial plan.

Advisory comments:

There were no comments or questions from the advisory committee.

Z. Berkey joined the meeting via Zoom at 2:16 pm.

**Draft staff report: Apportionment of 2021 Sewer Requisition**

K. La Rose presented a summary of the report and noted that the Department of National Defence (DND) and K'ómoks First Nation contributory flows should be included in the report as per the terms of the new DND/CVRD Sewer Agreement, with 2021 being first year DND will be

apportioned similar to Courtenay and Comox. Staff will incorporate that change for the March 9 Sewage Commission report.

Advisory comments:

The committee supported the inclusion of DND in future discussions and recommended that information on DND flows be incorporated into the report.

**Vary the agenda**

The agenda was varied to bring forward discussion item Liquid Waste Management Plan - Project Delivery Method.

**Discussion item: Liquid Waste Management Plan - Project Delivery Method**

R. Dyson presented a timeline for sewer conveyance tasks and decisions that was distributed to the advisory committee prior to the meeting. Requested that the committee review and agree on task and decision timeline. Will work with Town of Comox to plan out route for pipe through Comox. Comments on timeline requested by Monday.

Advisory comments:

Concerns raised by Comox staff over tight timeframe. Need time for staff to process and review.

CVRD agreed to work with Comox to provide needed information and time, and will delay planning process into April if needed.

The committee acknowledged that work on system has already been delayed for years, but that Comox requires proper time to process before moving forward.

CVRD commented that project urgency is not just related to the forcemain replacement along Willmar Bluff, but also due to both the existing Courtenay and Comox (Jane Place) pump stations being under-capacity and at risk during large flow events.

**Discussion item: Alternate Approval Process Logistics**

J. Warren briefly introduced a note that outlines a future staff report going to the Sewage Commission regarding implementing an AAP for the LWMP and how the CVRD hopes to include the LWMP AAP in a singular AAP requisition to the province.

Advisory comments:

There were no comments or questions from the advisory committee.

**Discussion item: Liquid Waste Management Plan - Town of Comox Road Restoration**

M. Rutten stated that CVRD staff would arrange a meeting with the Town of Comox in the coming days to discuss further.

Advisory comments:

There were no comments or questions from the advisory committee.

**Comox Valley Sewerage System Flows Reports**

The committee reviewed the January 2021 Comox Valley Sewerage System flows reports. M. Imrie noted that the flows were down for septage receiving because landfill leachate from the landfill EQ pond was not deposited this year. There were no comments or questions from the advisory committee.

**Development Cost Charges and Capital Improvement Cost Charges Revenue at December 31, 2020**

The committee reviewed the Development Cost Charges and Capital Improvement Cost Charges Revenue at December 31, 2021. There were no comments or questions from the advisory committee.

**Municipal Service/Project Updates**

No updates were provided.

**NEW BUSINESS**

None.

**GENERAL:**

The next Sewage Management Advisory Committee meeting will be held on Thursday, April 1, 2021 commencing at 9:00 am in the CVRD Civic Room at 770 Harmston Avenue, Courtenay and via Zoom Conference.

**TERMINATION:**

The meeting terminated at 2:43 pm.

Recorded by:

***M. Briggs***

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M. Briggs  
Engineering Services Assistant/Recording  
Secretary

Certified correct:

***M. Rutten***

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M. Rutten, P.Eng.  
General Manager of Engineering Services